

Garrison Employee Wellness and Civilian Fitness Program Program Overview

The Employee Wellness and Civilian Fitness Program is a holistic approach to wellness incorporating fitness, existing wellness classes and health programs available on Fort Hood. The program addresses the five pillars of fitness - Physical, Emotional, Social, Family and Spiritual. Employees can tailor their wellness program to fit their needs and meet mission requirements.

Garrison Wellness Coordinator: Ben Lyons, 285-5698, Soldier Development Center, Room G233

1. **Key Points:**

- Participation is voluntary
- Participation is a privilege not a right – work takes precedence
- Must complete Employee Wellness and Civilian Fitness Program requirements

2. **Program Information:**

a. **Requirements:**

- (1) Full time employees only
- (2) All fitness and wellness classes must be on Fort Hood
- (3) Approval by supervisor and director
- (4) Complete Pre/Post Assessment. Failure to complete post assessment may result in the previously approved administrative granted be converted to annual leave
- (5) Employee must sign in on Physical Fitness Centers logs for Employee Wellness and Civilian Fitness Program if exercise is at fitness centers
- (6) Must keep log of program activities either on President's Challenge Website www.presidentschallenge.org (IMCOM Code #90878) or a manual log

b. **Information:**

- (1) Six month program
- (2) Program offered one time only per person
- (3) Quarterly enrollment (see schedule)
- (4) Maximum of 75 employees enrolled each quarter
 - (a) Contingency: In the event more than 75 Garrison employees are approved to enroll will notify directorates. Directorates will decide which employees will be enrolling that month and which employees will be moved to following month. Note: Those employees that have approved medical Health Care Provider forms will need to be enrolled in current quarter. Medical approval is only good for 30 days.

- (b) Will keep enrollment packages in WFD for those that are moved to following quarter – no need to resubmit.
- (5) Supervisors may grant up to 3 one hour sessions of admin leave per week for wellness program activity, in addition may flex work schedules. The main focus of the program is fitness, however employees may also take wellness classes offered on post.
- (6) Within first month employee may cancel agreement and have the option to enroll in the program at a future date – one time only. Must resubmit enrollment package with supervisor and director approvals.
- (7) Employee understands that if he/she uses personal trainers, exercise gear or program activities etc that have a fee, the cost is his/her financial responsibility.
- (8) Employee be accountable for his/her actions and supervisor must ensure that the employee is actually engaged in Employee Wellness and Civilian Fitness Program activities during the agreed upon dates and time.
- (9) Exercise periods and wellness classes are official duty time. Failure to appear, inappropriate use of administrative leave granted, or misconduct during these periods would be considered as workplace infractions occurring during normal duty hours, and would be subject to the same disciplinary actions.
- (10) No additional duty time is automatically authorized, as part of this Program, for pre-exercise preparation (e.g., changing clothes) prior to exercise periods, or for personal hygiene or “cooling down” following exercise periods
- (11) Unused administrative hours may not be carried forward to subsequent weeks.
- (12) The program end date will not be extended to make up for unused administrative leave missed because of leave, temporary duty, or other reasons.
- (13) Specified exercise periods may not be used for any non-duty purpose. Any period or portion not used in actual fitness training and wellness classes will be spent in the normal duty workplace accomplishing normal duties.
- (14) Failure to complete requirements in Employee Wellness and Civilian Fitness Program agreement may result in administrative time granted for program be converted to annual leave.

c. Enrollment:

- (1) Enrollment Packages will be posted on:
 - <http://www.hood.army.mil/dhr/wellness.htm>
 - www.hood.army.mil/ click on community resources link
 - Or pickup copy at Soldier Development Center, Bldg 33009, Room G233
- (2) Quarterly enrollment cycles
- (3) Maximum of 75 employees enrolled each quarter

- (4) All assessments will be conducted at Abrams Gym, 62nd & Support Ave, Bldg 3001
- (5) Drop off or email completed approved forms below to the Garrison Wellness Coordinator, Soldier Development Center, Bldg 33009, room G233 / hood.dhr.wfd.gcwp@conus.army.mil
 - Agreement (supervisor and director approval)
 - Health History Form
 - Medical (if applicable)
 - Release/Waiver of Liability
 - Pre Survey
- (6) Enrollment: Opens 2nd Monday of each month for two weeks (see below)
- (7) Pre/Post Assessments: Schedule below – employees **must** have completed the enrollment package with supervisor and director approval and have a scheduled appointment from Garrison Wellness Coordinator.

Location	Enrollment	6 Month Period	Pre Assessment	Post Assessment
Abrams Gym	11-25 April 2011	May-Oct	2-5 May 2011	1-4 Nov 2011
Abrams Gym	11-25 July 2011	Aug -Jan	1-4 Aug 2011	6-9 Feb 2012
Abrams Gym	10-24 Oct 2011	Nov-Apr	1-4 Nov 2011	1-4 May 2012
Abrams Gym	9-23 Jan 2012	Feb-Jul	6-9 Feb 2012	6-9 Aug 2012
Abrams Gym	9-23 Apr 2012	May-Oct	1-4 May 2012	5-8 Nov 2012

d. Enrollment Package:

- (1) Enrollment Forms
- (2) Pre-assessment survey which include goals
- (3) Useful links
- (4) Fitness Center Information and Matrix
- (5) DHR/ASAP Programs
- (6) DFMWR Fitness Programs/Classes
- (7) Wellness Center
- (8) Spiritual Fitness Center

e. Enrollment Steps:

- (1) Download Enrollment Package from www.hood.army.mil or www.hood.army.mil/dhr/wellness.htm or pickup package from Garrison Wellness Coordinator, Soldier Development Center, Bldg 33009, Room G233.
- (2) Complete Enrollment Package with supervisor and director approval
- (3) Forms:
 - Drop off or email the forms below to the Garrison Wellness Coordinator, Soldier Development Center, Bldg 33009, room G233 or email to hood.dhr.wfd.gcwp@conus.army.mil
 - Agreement
 - Health History Form
 - Medical (if applicable)

- Release/Waiver of Liability
 - Pre Survey
 - Garrison Wellness Coordinator will email or provide copy of the following:
 - Copy of Program Overview
 - Copy of GC memorandum
 - Must keep log of program activities either on President's Challenge Website www.presidentschallenge.org (IMCOM Code #90878) or manual log
 - Garrison Wellness Coordinator will:
 - Contact employees to setup pre-assessment date and times via email or phone
 - Collect T-shirt Size
 - Verify work schedule is FT
- (4) On pre-assessment date employee checks in at health station #1 and picks up their folder and goes through each of the 7 health stations.
- (5) Complete all 7 health stations. Note: Station #2 – Review of medical questions and blood pressure. Nurse will decide if employee can continue or must get a doctor's approval first. Will take into account enrollment forms and blood pressure. If Health Care Provider Approval is necessary will give employee Participant Enrollment Approval Form circle "c" denied pending Health Care Provider Approval. Completed Health Care Provider Form can be sent via email to hood.dhr.wfd.gcwp@conus.army.mil or dropped off at Soldier Development Center, Bldg 33009, room G233. Employee will be contact by Garrison Wellness Coordinator to reschedule pre-assessment.
- (6) Receive final Participant Enrollment Approval Form upon completion of the pre-assessment stating that they were accepted into the program, provide copy to your supervisor. Date of post assessment is also on form. Employee can begin program activities.
- (7) Employee will receive assessment results from both the pre/post assessments.
- (8) Garrison Wellness Coordinator will send out reminders for employee's post assessment appointments. Employees will repeat same stations as pre-assessment.
- (9) Program requirements have been met once employee has completed all post assessment.

3. **Administrative Information:**

- a. OPORD will be published by III Corps
- b. **Recognition:**
 - (1) Receive certificate
 - (2) Employee Wellness & Civilian Fitness T-shirt

(3) Both will be presented at directorate level

c. Data:

(1) Health Promotion Office will collect data from the assessments, enrollment forms and surveys. Employee folders will be maintained in the Health Promotion Office due to HIPPA requirements and will be destroyed when employee has completed program requirements.

(2) WFD Office will maintain a database of participants. Data will come from III Corps, Health Promotion Office database.

(3) Reports

- Enrolled by Directorate (quarterly)
- Participants who completed and did not complete program requirements
- Health improvements (from survey data and pre/post assessments)

d. Marketing:

(1) GC Policy Memorandum

(2) Phantom Distro

(3) Digital Boards

(4) TV/Radio

(5) Posters/Flyers/Emails

(6) Kickoff 14 April, Walk/Run/Bike

e. Challenges/Notifications to program participants:

(1) Monthly Health Challenges – DFMWR (example: “no soda” challenge)

(2) Health Promotion Office will email health info weekly and motivational messages

(3) Provide information on group fitness such as walking/running groups or employees wanting to form a group

(4) Employees looking for workout buddy.

f. Union: Individual notification will not be required to be sent to union in the event employee requests flexible work schedule to attend exercise or wellness classes.

g. Supervisors: May request employees to complete Wellness Plan. Sample plan can be found on www.hood.army.mil/dhr/wellness.htm or from the Garrison Wellness Coordinator hood.dhr.wfd.gcwp@conus.army.mil

h. Withdraw Procedures:

(1) Supervisor must notify Garrison Wellness Coordinator via email (hood.dhr.wfd.gcwp@conus.army.mil) of any employee that will be withdrawing from the program. Administrative leave granted for program activities may be converted to annual leave.

- (2) Within 30 days of start date an employee can withdraw from program and re-enroll (one time only) at a later date with supervisor and director approval. Admin leave granted will not be converted to annual leave.
- i. Termination in Program Procedures:
- (1) Due to misuse of administrative leave. Administrative leave granted for program activities will be converted to annual leave. Employee will be automatically terminated from program.
- (2) Supervisor will work with CPAC for workplace infractions.
- j. Failure to Complete Post Assessment: Failure to complete post assessment may result in converting all administrative leave granted to annual leave.
- k. Notifications:
- (1) Supervisor:
- Pre-assessment:
 - In the event an employee does not show up for pre-assessment, Garrison Wellness Coordinator will email supervisor.
 - Employee may pick up their enrollment package from Garrison Wellness Coordinator and must re-apply with supervisor/director approval
 - Post-assessment:
 - 1st notice email to employee and supervisor to reschedule them for post assessment
 - 2nd notice – email to employee, supervisor and Director
 - Failure to complete post assessment may result in converting all administrative leave granted to annual leave.
- (2) Employee:
- Welcome email
 - Date and time of pre-assessment
 - Reminder of post-assessment
- l. Logs: Must use one of the following:
- (1) President's Challenge Website www.presidentschallenge.org (IMCOM Code #90878)
- (2) Manual Logs can be downloaded from website: hood.army.mil/dhr/wellness.htm or requested via email from Garrison Wellness Coordinator at hood.dhr.wfd.gcwp@conus.army.mil
- (3) Supervisor may request logs from employee for review
- m. FAQ: Will be developed and posted on website and put in enrollment package
- n. Physical Fitness Center Logs: Will be collected and scanned weekly by DFMWR and sent to Garrison Wellness Coordinator and Health Promotion office. Supervisors can request to see logs when needed.
- o. Surveys:

- (1) Pre-assessment survey (in enrollment package) must be completed and turned in with their enrollment package
 - (2) Post-assessment survey will be given to employees at post-assessment, must be completed and turned in at post assessment.
 - (3) Employees will receive final post survey from the Health Promotion six months after completion of the program. Complete and return to Health Promotion Office.
- p. Time Keeping: Code administrative leave in all time keeping systems for program activity.